

### **D.10.02.01 (Procedure) Termination: Non-Contract Employees**

Responsible Department: Talent, Organization & Strategic Innovation

Based on Board Policy: [D.10.02](#) Separation from Employment

Approved: 4-28-09

Last Amended: 11-17-10, 9-27-22, 8-11-23

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#### **Termination**

Except as otherwise provided in College District policies and procedures, and except with respect to "soft-money"-funded positions (addressed below), benefited full-time regular-status non-contract employees are subject to termination in accordance with the steps outlined in the progressive discipline procedure [D.09.01.02](#), or for a first offense of a violation including, but not limited to, the violations listed under *Step 4* of [D.09.01.02](#). Full-time regular status non-contract employees may be terminated within the 90-day probationary period without progressive discipline as stated in progressive discipline policy [D.09.01](#). Temporary and other non-contract, non-benefited employees are subject to termination in accordance with the *Procedures for Termination of Non- Benefited Employees* section of [D.09.01.03](#).

Termination of employment of individuals occupying positions funded with "soft-money" (grant, student activities or temporary, non-institutionally -funded positions) are not subject to the progressive discipline procedure if termination is a result of changing program needs, funding re-prioritization or lack of funding in general.

#### **Approval**

Terminations must be approved by the Chancellor. A termination dossier including information relevant to the termination shall be developed by the Talent, Organization & Strategic Innovation department with counsel of the General Counsel, prior to termination.

#### **Appeal of Disciplinary Action**

Except where otherwise provided in policy employees, subject to a disciplinary action, may appeal an adverse employment action pursuant to Policy [D.03.03](#) and related procedures.